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2006

Michigan Natural

Resources Trust

Fund

Application

Guidelines



Michigan Department of Natural Resources
Grants Management

IC 1905 (Rev. 12/27/2005)

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CHAPTER 1: MNRTF GRANT SCHEDULE FOR 2006

January 2006	Application forms available.
January 1, 2006	Deadline for MNRTF NOMINATIONS (See appendix A).
February 22, 2006*	Michigan Natural Resources Trust Fund Board meeting to discuss nominations received January 1 st .
April 1, 2006	Deadline for recreation plans or plan amendments to be approved by the DNR for consideration as of the April 1, 2006 grant application deadline.
April 1, 2006	Grant Application Deadline: All MNRTF development applications must be postmarked by the U.S. Postal Service as of April 1 st . It is recommended that MNRTF acquisition applications be submitted by April 1 st .
April 19, 2006 *	Michigan Natural Resources Trust Fund Board meeting. Board receives list of applications received as of April 1 st deadline.
April – early July 2006	Grants Section staff completes preliminary evaluation of applications received April 1 st and visits selected sites. Applicants will receive written requests for explanation, clarification, and/or supplementation of the information provided in the application or of conditions observed at the proposed sites.
June 14, 2006 *	Michigan Natural Resources Trust Fund Board meeting to hear presentations from selected acquisition applicants.
August 1, 2006	Deadline for recreation plans or plan amendments to be approved by the DNR for consideration as of the August 1, 2006 MNRTF acquisition application deadline.
August 1, 2006	Secondary Grant Application Deadline: MNRTF acquisition applications only.
August 16, 2006 *	Michigan Natural Resources Trust Fund Board meeting. Board receives list of MNRTF acquisition applications received as of August 1 st deadline.
September 5, 2006	DEADLINE FOR SUBMITTAL OF SUPPLEMENTAL INFORMATION for applications submitted by April 1 st .
October 18, 2006 *	Michigan Natural Resources Trust Fund Board meeting.
December 6, 2006*	Michigan Natural Resources Trust Fund Board meeting to make final 2006 MNRTF recommendations.

** MNRTF Board meetings are open to the public; meeting dates are subject to change. Final meeting dates, times and locations are available from Grants Management or on our website at www.michigan.gov/dnr-grants*

* NEW IN 2006 *

The governing body of a local unit of government may pass the required resolution approving the application up to six (6) months prior to submitting the application.

Applicants that propose to develop property that they control by other than fee-simple title must have the site control form (PR 5750-4) signed by their attorney attesting that they have adequate control of the site to complete project and maintain the site for public recreation use.

Applicants must round their grant request and match amounts to the nearest \$100.

CHAPTER 2: THE 2006 MNRTF PROGRAM

A. THE MICHIGAN NATURAL RESOURCES TRUST FUND AT A GLANCE

The MNRTF is a state program that provides funding assistance for state and local outdoor recreation needs, including land acquisition and development of recreation facilities. This assistance is directed at creating and improving natural resource-based outdoor recreation opportunities and providing protection to valuable natural resources.

Summary of the MNRTF program:

Focus of the program?	Land acquisition and development of public outdoor recreation areas, with a focus on protecting natural resources and natural resource-based recreation.
Who is eligible to apply?	The DNR and local units of government, including townships, cities, counties, and legally constituted recreation authorities. Under certain circumstances, school districts are also eligible to apply (see "B." on page 2).
Applicants required to have a current, DNR-approved community recreation plan?	Yes (but see information on the SAGI program in appendix A).
Grants available for land acquisition?	Yes
Grants available for development of outdoor recreation facilities?	Yes
Grants available for development of recreation facilities on leased sites?	Yes
Grants available for indoor recreation facilities?	No
Required local match?	Minimum 25% of total project cost.
Maximum development grant?	\$500,000
Minimum development grant?	\$15,000
Maximum/minimum land acquisition grant?	No minimum or maximum.
Funds available?	\$20-25 million

B. WHO IS ELIGIBLE TO APPLY FOR AN MNRTF GRANT?

Both state and local units of government are eligible to apply to the MNRTF. Eligible local units of government include cities, villages, townships, counties, the Huron-Clinton Metropolitan Authority, or any combination thereof in which an authority is legally established to provide public recreation. Local units of government may not submit joint applications unless they legally constitute a recreation authority, formed under the Recreational Authorities Act, 2000 PA 321 or Michigan Trailways Act, 1994 PA 451 (part 721). School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924; also referred to as the community recreation plan). Federally-recognized Native American Tribes, colleges and universities are not eligible for MNRTF assistance.

In addition, to be eligible for grant assistance, a community must have a current, five-year community recreation plan on file with the DNR prior to the application deadline. See chapter 1 for the deadlines for DNR approval of recreation plans for the 2006 application cycle, and chapter 3 for more information on how your community recreation plan can augment your application. For additional guidance on preparing a community recreation plan or plan amendment, contact Grants Management or access the DNR website at www.michigan.gov/dnr-grants to receive a copy of the

C. WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR FUNDING?

Eligible projects fall within one of two categories--land acquisition and recreation facility development.

1. Land Acquisition

Eligible projects include acquisition of land or specific rights in land for public outdoor recreational uses or protection of the land because of its environmental importance or its scenic beauty. Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small acquisition projects requesting \$100,000 or less. (See appendix A for information on the Small Acquisition Grants Initiative [SAGI] program).

In most cases, acquisition of property already in public ownership, including property owned by public school districts, is not eligible for MNRTF assistance. MNRTF Board Policy 90.1, in appendix A, addresses the conditions under which the acquisition of land already in public ownership is eligible for assistance. You should contact your regional representative in Grants Management for more information. Acquisition by land contract is not eligible.

Phased Acquisition Proposals: An MNRTF applicant may propose to undertake a large acquisition in phases (i.e., funded over more than one application cycle). However, a separate application must be submitted for each phase, and must contain detailed information regarding the mechanism for purchasing the property. Approval of one phase does not guarantee that future phases will be recommended for funding, unless the MNRTF Board specifically approves the project as a phased project in the first year. If the project is recommended by the MNRTF Board as a phased acquisition, applications for later phases will automatically be placed at the top of the ranking list for those funding cycles; however, each phase is subject to legislative approval and appropriation of funds.

2. Recreation Facility Development

Applications for the development of public outdoor recreation facilities are eligible under MNRTF. Examples include, but are not limited to: picnic areas, beaches, campgrounds, boating access, fishing and hunting facilities, winter sports areas, playgrounds, ball fields, tennis courts, and trails. Also included are facilities needed to support outdoor recreation, such as nature interpretive buildings, park visitor centers, and other support buildings such as restrooms and storage buildings.

Renovation or redevelopment of existing facilities is eligible, if poor maintenance, design, or construction was not the cause of the facilities' poor or unsafe condition. Renovation of existing facilities is not a priority of the MNRTF, with the exception of renovations that are needed to meet barrier-free requirements.

Development projects that are **not** eligible include:

- Indoor recreation facilities, other than facilities that support outdoor recreation.
- Facilities and/or stadiums designed expressly for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Projects that would create an unfairly competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.

D. WHAT ARE THE MINIMUM AND MAXIMUM GRANT AMOUNTS?

Minimum Development Grant Request:

- \$15,000 (\$20,000 minimum total project cost)

Maximum Development Grant Request:

- \$500,000

Acquisition

There are no minimum or maximum acquisition grant request amounts.

E. APPLICATIONS MUST BE FOR A SINGLE PROJECT; WHAT DOES THAT MEAN?

Each application submitted must be for a single acquisition or development project. A project is defined as the acquisition or development of a property in a single location, with the exceptions noted below.

An application that proposes **acquisition** of isolated parcels of land in different locations will in most cases be considered ineligible. A single application may propose the purchase of separate parcels that are adjacent to property already owned by the applicant, such as additions of parcels east and west of an existing park or acquisition of separate segments of a trail that connect to properties already controlled by the applicant. In addition, applications that propose the acquisition of one or more disjunct parcels will be considered for funding if the parcels are all within a dedicated boundary. Factors such as access and the recreational and ecological value of the individual parcels will be considered in determining the score for the application.

A **development** application for improvements at more than one park is eligible if the application includes identical work at multiple locations, such as replacing playground equipment at three parks. If the scope of work for the locations differs, a separate application must be submitted for each location.

F. HOW MANY APPLICATIONS CAN AN APPLICANT SUBMIT IN A ONE YEAR PERIOD?

There is no limit to the number of applications that an applicant may submit within a funding cycle however, the applicant will be asked to prioritize multiple applications of the same type (development or acquisition). Only the highest priority application of each type will be eligible to receive the maximum number of points under the "Need for the Project" criterion. (See chapter 4 for a description of the application evaluation criteria).

G. WHAT OTHER RECREATION GRANT PROGRAMS ARE AVAILABLE?

The Department of Natural Resources

The DNR administers a number of grant programs aimed at providing or enhancing public recreation opportunities. Potential applicants are encouraged to explore these funding programs. Please visit our web site at www.michigan.gov/dnr-grants or contact Grants Administration to receive the *2006 Grant Programs* booklet.

Other State of Michigan Departments

Other State of Michigan Departments may offer grant opportunities that fit your community's needs. Please visit the following web sites for additional information.

The Michigan Department of Transportation

- www.michigan.gov/tea

The Department of Environmental Quality

- www.michigan.gov/deg

H. WHAT COSTS ARE ELIGIBLE FOR REIMBURSEMENT?

All grants are paid as reimbursement for actual expenses. For **acquisition** projects, some costs associated with the purchase are eligible for assistance (see chapter 3). Eligible reimbursement for land acquisition is determined by the fair market value as established by one or two appraisals reviewed and approved by the DNR. Only those costs associated with the purchase of rights in property are eligible.

For **development** projects, only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits.

Overhead, maintenance, administration, and cost overruns are **not eligible** for assistance for either acquisition or development projects.

I. WHAT ARE THE LOCAL MATCH REQUIREMENTS?

The applicant must provide a portion of the total project cost; this is the local match. The MNRTF requires a minimum 25 percent local match.

The local match for land **acquisition** costs can be met by cash outlay or by donation by the seller of a portion of the value of the land to be acquired. All land value donations must be clearly documented in the grant application and supported by a letter of commitment from the landowner.

The local match for **development** costs can be met by cash outlay and credit for certain locally-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or a part of the local match if the applicant specifies the nature and value of the items or services. Land acquisition costs and land donations are not eligible as match for a development project.

J. ARE THERE SPECIFIC REQUIREMENTS THAT A LAND ACQUISITION PROJECT MUST MEET?

All properties approved for a land acquisition grant must meet the following requirements, unless a written exemption is provided by the DNR and, as required, the MNRTF Board prior to the land being acquired.

1. Willing Seller

Grant assistance is not available for land that will be acquired through eminent domain or any other methods whereby the landowner(s) is not a willing participant in all aspects of the sale.

2. Methods of Land Acquisition

The MNRTF allows for the purchase of property in fee simple title, but also places a high value on the acquisition of specific rights in land that include the right of public access, or are considered significant natural resources. If the proposed acquisition is for less than fee simple title, the applicant must provide additional information regarding the acquisition in the *Project Summary and Need Statement* (see chapter 3 for more information).

3. Access to the Public

Lands acquired with grant assistance, including recreation facilities and the land or water access routes, are expected to be available and open to the public within 90 days of the date of acquisition. While the level and type of public access may initially be limited by environmental conditions, it is expected that within 90 days of the acquisition the grantee will provide, at a minimum, a clearly marked entrance to the site with an entrance sign noting that the site is open to the general public and, when possible, a dedicated parking area. Long-term grant obligations include keeping the land, facilities, and access ways open to the public at all appropriate times on equal and reasonable terms. Grant-assisted sites cannot be restricted to residents' use only, or any other predetermined group.

4. Elimination of Non-recreation Uses and Structures

Recipients of a land acquisition grant are required to eliminate all pre-existing, non-recreation uses and structures within the project area, such as incompatible agricultural uses as well as all residences and businesses, within 90 days of the date of acquisition, unless otherwise approved by the DNR in writing. The applicant should describe how the existing structures will be used or when they will be removed, and when incompatible uses will be terminated.

K. HOW FAR CAN WE GO IN LAND ACQUISITION NEGOTIATIONS PRIOR TO RECEIVING A GRANT?

Applicants should discuss their acquisition plans and grant schedules with the landowner and determine the landowner's willingness to sell. In these discussions the applicant should determine that the land will meet the acquisition requirements (see "J." above) and should work with the landowner to complete the *Property Checklist* portion of the application (see "M." below).

Applicants are encouraged to have an appraisal of the property conducted prior to the application, share the results with the landowner, and use the results of the appraisal to determine the grant amount request. DNR standards for appraisals can be obtained from Grants Management and the DNR's website at www.michigan.gov/dnr-grants. If a grant is approved and the acquisition completed, appraisal costs incurred in the 15 months prior to the beginning of the project period, as

specified in the Project Agreement, may be eligible for reimbursement at the discretion of the DNR. Applicants should advise the landowner that if a grant is approved, the offer will reflect the fair market value of the property, which will be determined after a grant award is made and will be based on a DNR-approved appraisal completed by the grantee.

L. MAY I TAKE OUT AN OPTION OR ENTER INTO A PURCHASE AGREEMENT FOR PROPERTY THAT I WANT TO ACQUIRE WITH GRANT ASSISTANCE?

Communities may, at their own risk, enter into purchase options or agreements prior to submitting an application if the applicant follows specific procedures. Caution should be taken not to commit to a purchase date or price. Please see Section A, #6 of chapter 3 of this booklet for more information on entering into options and agreements.

M. ARE CONTAMINATED PROPERTIES ELIGIBLE FOR AN ACQUISITION OR DEVELOPMENT GRANT?

All **acquisition** applicants must complete a *Property Checklist*, as part of the grant application, to identify past land use practices that may indicate a contamination problem. Applications for **development** projects that are on property that has been used for purposes other than parks and recreation in the past ten years must also complete the checklist. To complete the checklist, the applicant will need the assistance of the landowner or others with historic knowledge of the property.

Contaminated properties are eligible for grant assistance under the **MNRTF** program, provided the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation and/or resource protection values of the site. If information in the checklist or available to the applicant indicates there may be contamination at the project site, the application must include an environmental report regarding site conditions and possible contamination problems, as further described in section C of chapter 3.

Environmental assessment costs cannot be reimbursed for **development** projects and only a limited portion of the environmental assessment costs can be reimbursed for **acquisition** projects, as further described in section C of chapter 3. The costs for cleanup actions are not reimbursable for either acquisition or development projects.

N. WHEN CAN WE BEGIN THE PROJECT?

The time it takes to make funds available to approved applicants varies from year to year. The MNRTF appropriations process can take six to nine months after Board recommendations have been made.

Projects can be started only after **all of the following actions** take place:

- Recommendations by the MNRTF Board
- Appropriation of funds by the Legislature
- Execution of a formal contract (Project Agreement) between the DNR and the grantee

Approved applicants **may not do any of the following** until they have an executed Project Agreement:

- Initiate final negotiations for a land or specific rights in land purchase.
- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which they intend to seek reimbursement, other than pre-approved engineering or appraisal costs.

Formal negotiations on local acquisitions may take place only after the DNR's Office of Land and Facilities approves an appraisal and Grants Management provides written approval to proceed. All negotiations must conform to the Federal Uniform Relocation Act of 1970 (P.L. 91-646) and the Michigan Relocation Assistance Act 1972, PA 227. These laws guarantee certain rights to individuals selling land to governmental units.

O. WHAT ARE THE REQUIREMENTS FOR COMPLETING A MNRTF PROJECT?

Following is a brief description of some of the key procedures and requirements for approved applicants. For more detail on these procedures, consult the booklets *Acquisition Project*

Procedures (IC 1908) and *Development Project Procedures* (IC 1912), available from Grants Management, or access the website at www.michigan.gov/dnr-grants.

1. Using Professional Services

Grantees are required to retain professional services to complete certain portions of their project. All grantees receiving **development** grants must have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards. For **acquisition** projects, the grantee will be required to retain a state-certified general appraiser to complete one or more appraisals. For all **acquisition** and some **development** projects, the grantee may need to hire a qualified environmental consultant to assist them in conducting due diligence, and if necessary, determining necessary due care actions regarding environmental contamination.

2. Project Completion

All development projects are given two years for completion. Acquisition projects are given one year. The project period begins when the Project Agreement is issued to the grantee.

The project must be completed in accordance with the approved application. Changes to the project require prior DNR approval, e.g., adding or deleting scope items or adding or reducing the acreage to be acquired. Significant changes to the project scope will also require prior approval of the MNRTF Board.

3. Payment of Grant Funds

All grants are issued as reimbursement for costs incurred by the grantee. The DNR does not provide up-front monies for approved projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. For **acquisition** projects, generally a single reimbursement request is made after the property is acquired. For **development** projects, several reimbursement requests can be made over the course of project construction.

Because grantees must initially cover the project cost and wait for reimbursement, applicants should ensure they have adequate local funds available to initiate development projects, or in the case of acquisitions, to complete the purchase.

For **development** projects, the grantee may not incur construction costs until a Project Agreement has been executed and the DNR has approved all plans and specifications and bid documents.

For **acquisition** projects, closing costs cannot be incurred until a Project Agreement has been executed, due diligence and due care actions (if applicable) have been completed, and the DNR has approved an appraisal determining the fair market value of the land to be acquired.

P. WHAT ARE OUR RESPONSIBILITIES FOLLOWING PROJECT COMPLETION?

1. Retention and Use

The project site shall be retained and used for public outdoor recreation in perpetuity. The project site cannot be wholly or partly converted to other than public outdoor recreation uses without prior approval of the DNR and, if appropriate, the MNRTF Board. Also, significant changes in the use of how the site is used, such as changing from passive recreation to active recreation, are subject to approval by the DNR, and if appropriate, the MNRTF Board.

2. Operation and Maintenance

Sites acquired or developed with an MNRTF grant shall be operated and maintained as follows:

- The site shall be signed designating it open to the public and include the standard MNRTF plaque.
- The site shall be maintained so it is attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept safe for public use. Fire prevention and similar activities shall be maintained for public safety.
- Facilities shall be kept open for public use at times appropriate to the type of area or facility.

3. Nondiscrimination and Public Access

The project site shall be open to appropriate entry and use by all persons regardless of race, color, national origin, age, marital status, height, weight, religion, sex, residency, or disability.

Preferential membership or annual permit systems are prohibited; however, admission price and other fees may be based on residence. Nonresident fees shall not exceed twice that charged residents; where no fees are charged, nonresident fees may not exceed the rate charged residents at other facilities in the area open to the public.

4. Compliance Inspections

The DNR will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner.

Q. SUMMARY OF ELIGIBILITY REQUIREMENTS FOR THE MNRTF PROGRAM:

Recreation Plan: Applicant must have an approved recreation plan on file with the DNR by the grant application deadline.

Program Goals: The application must include an eligible project, as defined by the enabling legislation.

Control: (Development) project applicants must either have sufficient control of the project area by the end of the supplemental period, or submit documentation that they will control the project area by the time the project agreement is issued.

Public Input: The applicant is responsible for providing the public an adequate opportunity for input related to the intent to submit an application. **The public hearing must have occurred before or on the same date as the resolution committing to the application was passed.**

Local Match: The applicant must document that they have the required match or document that the local match will be secured by the time the project agreement is issued.

CHAPTER 3: HOW TO PREPARE AN MNRTF GRANT APPLICATION

The following information pertains to development and acquisition applications, unless otherwise noted.

There are three main sections to this chapter:

- A. Before you Apply
- B. Gathering Application Information
- C. Completing the Grant Application Form

A. BEFORE YOU APPLY

Applicants are encouraged to begin to address the following eight issues at least three months prior to the application deadline, if possible.

1. Recreation Plan Status

To be eligible to apply for a grant, your community must have a current, five-year community recreation plan that has been locally adopted and on file with the DNR prior to the application deadline (see appendix A for information on the SAGI program).

Recreation plans include important information that is used by Grants Management staff in evaluating your application, including recreation priorities, service area, organizational structure, applicant's commitment to recreation, and other recreation opportunities available in the area.

At a minimum, the project in your grant application must be included in the recreation plan for the application to be eligible. In addition, how well the recreation plan, along with the information provided in the application, documents that the proposed grant project is a recreation priority is a significant factor in scoring your application. Applicants with current plans are encouraged to review the plan and ensure it clearly demonstrates the need for the project. If it does not, a plan amendment may need to be prepared and submitted to the DNR.

For additional guidance on preparing a recreation plan or plan amendment, contact Grants Management or access the DNR website at www.michigan.gov/dnrgrants to receive a copy of the booklet *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

Deadlines for the local adoption of recreation plans, as well as for submittal of recreation plans and amendments to the DNR, are in chapter 1.

2. Public Input

Applicants should not underestimate the importance of providing adequate public review and comment on the proposed project before a grant application is submitted. Applicants should give themselves enough time to conduct one or more public meetings to review the project with local residents and to incorporate their concerns and input into the final proposal. **The applicant is responsible for ensuring appropriate and adequate public input opportunities are provided.** A public meeting to seek comment on a grant application must be held prior to submittal of the application or the application will be ineligible.

At a minimum, a public meeting of the applicant's governing body must be held **in advance of submitting an application**. Publication of the opportunity for public review should include all of the channels normally used by the community to publicize its official actions. The meeting must be held within **six months of the application deadline**. In order for your MNRTF application package to be eligible for consideration, it must include:

- **Evidence of advance notice of the public meeting.** Please include a copy of the newspaper advertisement or other means that your community used to notify its citizens about the meeting. The notice must advise the reader that the community is considering a recreation grant application and include a brief description of the proposed project, including the specific location of the project.
- **Minutes of the public meeting.** A complete set of minutes from the meeting to receive public comment about the project must also be included in the application. The minutes should have a written record of the comments made by the public. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project

expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised.

While a single public meeting with advance notice is required for all applications, applicants should make additional outreach efforts to ensure the public is aware of the project and document those efforts in the application. This is particularly important for potentially controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and individual contact with landowners adjacent to the site are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents can also be affected by the project. Gathering input from neighboring communities is especially important if you are claiming a larger service area than your own community (see page 23).

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application.

3. Permit Issues

Development project applicants should determine all the possible local, state and federal permits that may be needed for the proposed development, especially environmental permits. If an application for **land acquisition** includes a site development plan that is dependent on permits, permit issues should also be addressed as part of an acquisition application. You should contact permitting agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality (www.michigan.gov/deg)
- Michigan Department of Natural Resources (www.michigan.gov/dnr)
- Michigan Department of Community Health (www.michigan.gov/mdch)
- Michigan Department of Transportation (www.michigan.gov/mdot)

4. Compiling Information on Site Environmental Conditions

Communities applying for a land acquisition grant or a grant to develop a site that has been used within the past ten years for purposes other than parks and recreation must complete a *Property Checklist* with information about site environmental conditions and past uses of the site. If the checklist indicates there may be contamination at the project site, the applicant must prepare an environmental report to be included in the application, as further described in section C, Part II of this chapter. In some cases, it may be appropriate to engage the services of an environmental consultant to prepare this information.

5. Contact with Landowners

Prior to submitting a land **acquisition** application, a community should contact the landowner to confirm:

- The property or specific rights in land are available for acquisition and the owner will be a willing participant in purchase discussions/negotiations.
- The landowner is willing to work with the community to participate in the application process, including completing the *Property Checklist*.

- The landowner understands the application, grant process and schedule.

Prior to submitting the application, the community should also determine if there are any existing limitations, restrictions, or encumbrances on the property or if the landowner intends to place any limitations or restrictions on their sale, such as requests that they maintain their residence on the property for a period of time. All known current and proposed restrictions, limitations, and encumbrances should be reported in the application.

The applicant should remain in contact with the landowner after an application has been submitted and should ask the landowner to keep them informed of any physical or legal changes to the property, such as the placement of new easements, leases, or new structures; or the removal/alteration of natural resources (such as timber harvesting).

While it is important to confirm the landowner's interest in selling the property prior to submitting an application, caution should be taken to not commit to a purchase price or date of purchase. A community may not make a commitment to purchase the property, such as execution of a purchase option or agreement, prior to a grant being approved and DNR approval of the fair market value of the property, unless they follow the procedures set forth below.

6. Purchase Options and Agreements

If a community wants to enter into a purchase agreement or option with the landowner prior to submitting an **acquisition** application or prior to receiving DNR approval to proceed with a grant-funded acquisition, the following procedures must be followed. **You may not take title or commit to taking title on a property prior to the execution of a Project Agreement and written approval of the DNR to close on the property.**

Before a community and landowner enter into a purchase agreement or option, they must first review and complete a *Disclosure and Certification Statements for Purchase Agreements and Options* form (PR 1923-1). If this form has not been completed and executed prior to the execution of a purchase agreement or option, the property will be ineligible for grant assistance. Once the form and purchase agreement or option have been executed, copies must be submitted to the DNR.

The *Disclosure and Certification Statements for Purchase Agreements and Options* form ensures that both the community and the landowner are aware of the grant process. As noted in the statement:

- Neither the DNR nor the MNRTF Board is a party to nor do they review, approve, or sanction any proposed purchase agreement or option executed prior to the DNR approving a grantee to proceed with an acquisition.
- Neither the DNR nor the MNRTF Board has an obligation to take into consideration the presence of a purchase agreement or option when making a grant recommendation or when determining the grant award amount or the fair market value of the property to be acquired.
- It is important that communities and landowners entering into purchase options or agreements before the DNR approves the fair market value keep the following in mind:
- The final grant amount will be no more than a percentage of the final eligible costs, based on the level of match committed by the community or on the approved grant amount (whichever is less).
- If the price set forth in the agreement or option is less than the DNR-approved fair market value for a property, the landowner will be required to sign a Waiver of Just Compensation form at the time of the acquisition.
- If the price set forth in an option or agreement is in excess of the DNR-approved fair market value and/or the grant amount and applicant's match commitment, the local government is solely responsible for the additional costs.
- Costs associated with preparation or execution of a purchase agreement or option, including any payments made on the property, that are incurred prior to a grant award and the DNR's written approval to proceed with an acquisition, cannot be included in the grant's total project cost and are not eligible for grant reimbursement.

- The landowner must be provided with the opportunity to review the MNRTF application instructions, project completion procedures, and the community's grant application before being asked to sign the statement. By signing the form the landowner acknowledges the following:
- They understand the MNRTF process.
- They know that it is within their discretion to enter into a purchase agreement and it is not a requirement of the MNRTF.
- They know that the presence and content of any purchase agreement or option has no bearing on: 1) the application evaluation process, 2) whether a grant is recommended, 3) the grant amount approved, 4) the DNR-approved fair market value, or 5) the timeframe by which the DNR will approve the community to proceed with the acquisition.
- The executed statement and a copy of the option or agreement must be submitted to the DNR with the grant application.

7. Estimating Project Costs

Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project. **Remember to round the grant request and the match to the nearest hundred dollars. Grants Management will round the grant request to the nearest hundred dollars if not submitted in this format. This may affect the proposed match percentage.**

For **development** projects:

- **Facility Construction Costs:** You should obtain a reasonable estimate for the facilities that you plan to construct with grant funds by consulting with engineering firms, other communities, or manufacturers of the equipment. It is important that the project budget takes into account the costs of making all facilities and improvements barrier-free. Any costs, such as consultant fees, associated with the estimation of facility construction costs are not eligible for reimbursement.
- **Engineering:** Grantees are required to have a licensed engineer, architect, or landscape architect (the Prime Professional) prepare all plans, specifications, and bid documents for the project. The Prime Professional must sign all requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Costs associated with the services of a Prime Professional are eligible for reimbursement, up to 10 percent of the project cost.

For **acquisition** projects:

- **Estimate of Fair Market Value:** it is recommended, but not required, that prior to submitting an **application**, the land be appraised to get an initial determination of the fair market value and to establish a foundation for the grant amount requested. You may estimate the market value of the property or of specific rights in land by looking at past appraisals and land values in the area.
- **Incidental Costs:** The following incidental costs are reimbursable under the MNRTF program:

Appraisals: Grantee is required to retain a state-certified general appraiser to complete an appraisal (two for parcels valued over \$500,000) to determine the fair market value of the property or of the specific rights in land to be acquired. Appraisal costs are eligible for reimbursement, provided the appraisal is prepared according to standards established by the DNR's Office of Land and Facilities (OLAF) and the appraisal is approved by OLAF. Appraisal costs incurred in the 15 months prior to the beginning of the project period may be eligible for reimbursement, provided the appraisal is approved by OLAF. Appraisal standards can be obtained from Grants Management and are also included as appendix A in the *Acquisition Project Procedures* booklet (IC 1908), available on the DNR website at www.michigan.gov/dnr-grants.

Relocation Costs: As provided for under federal law (Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; P.L. 91-646), relocation costs are reimbursable and should be included when appropriate.

Environmental Assessment: Grantee is required to provide documentation regarding compliance with Part 201 of Public Act 451 of 1994 and a determination that the site is suitable for the proposed uses. In most cases, this will require the grantee to hire a qualified environmental consultant to advise and prepare the appropriate due diligence, and if necessary, due care actions. Environmental assessment costs incurred **after** the execution of a Project Agreement are reimbursable, generally up to 5 percent of the purchase price of the property. See section C, part B of this chapter for more information.

Other Incidental Costs: these costs include recording fees, transfer tax, pro-rated taxes, title insurance (or the cost of a title search for railroad properties), and an MNRTF plaque. Costs associated with preparation of a purchase agreement or option, including any down payment or pre-payment made prior to the execution of a project agreement, is not reimbursable through the grant program.

8. Sources of Local Match

Applicants must provide at least 25 percent of the project cost as local match. The most common sources of match are discussed in the next section. Match sources need to be secure. Unsecured match may reduce the application score or cause it to be considered ineligible.

B. PUTTING TOGETHER YOUR APPLICATION

For All Applications:

- ☐ One original 2006 Recreation Grant Application form (PR 5750), completed and signed.
- ☐ Two copies of the *Project Summary and Need Statement*.
- ☐ Application Appendix A: Explanation of Match Sources, if required.
- ☐ Two copies of a project location map **(8-1/2" x 11")**. *
- ☐ Two copies of the preliminary site development plan **(8-1/2" x 11")**. *
- ☐ Photos of the site (*recommended, not required*). If submitting color copies, seven (7) are required.
- ☐ One certified resolution from the governing body.
- ☐ One copy each of the advance notice and minutes of the meeting held to take public comments on the application.
- ☐ One copy of the letter transmitting the *Notice of Intent* form to the appropriate Regional Clearinghouse and one copy of the completed *Notice of Intent* form (PR 5750-2).
- ☐ Letters or other documentation required to support information included in the application.
- ☐ One copy of an environmental report, if appropriate.

***NOTE:** Aerial photographs are not suitable as location maps, site development plans or boundary maps.

For Acquisition Projects, the following additional materials:

- ☐ Two copies of a plat or parcel map **(8-1/2" x 11")**.
- ☐ *Disclosure and Certification Statements for Purchase Agreements and Options* form (PR 1923-1) and one copy of any option or purchase agreement that has been executed, if appropriate.

For Development Projects, the following additional materials:

- ☐ One copy of a map that clearly delineates the legal boundaries of the park site; this can be included in the site development plan **(8-1/2" x 11")**. *
- ☐ One copy of preliminary floor plans and elevation drawings for any proposed buildings and other structures.
- ☐ One copy of the completed *Documentation of Site Control* form (PR 5750-4).

***NOTE:** Aerial photographs are not suitable as location maps, site development plans or boundary maps).

1. Documentation of Site Control (development projects only)

Development project applications must document that the applicant either has control over the entire site to be developed or will have control by the time the project agreement is issued. The application must also demonstrate that the type of control held (or to be held) will not hinder the applicant's ability to commit the site and grant-funded facilities to long-term public access and recreation use.

The best form of control of a development project area is fee simple title held by the applicant. An applicant may also propose to develop a site that they control through a lease or easement. The length, terms, and conditions of leases or easements are subject to DNR approval. **Leases and easements must give the applicant control over the site for a length of time commensurate with the life of the proposed facilities and grant amount, and can never be less than 20 years.** In addition, leases or easements cannot have conditions that interfere with the applicant's ability to provide public access and use of the site and project facilities. Prior to receiving any grant funds, the grantee must execute a project agreement that commits the applicant to maintaining the project area in public outdoor recreation in perpetuity. If the grantee loses control of the site, either through expiration or termination of the lease, they must notify Grants Management to discuss the status of their project and any post-completion compliance issues that may need to be resolved.

Failure to document that the applicant has or will have adequate control of the property by the time the project agreement is issued will cause the application to be considered ineligible. If the terms of existing leases or easements are considered to be inadequate, the application will be scored down or rated ineligible.

Eligible Types of Site Control for MNRTF Development Projects

- **Fee Simple Title**
Applicant owns all rights to the property to be developed, including mineral rights.
- **Less-Than-Fee Simple Title**
 - Applicant owns, at the minimum, enough of the surface rights in the property to develop and control the site in accordance with the application and the long-term obligations of the project agreement. Rights not owned by the applicant cannot interfere with the applicant's ability to develop and control the site for public recreation purposes consistent with the applicant's grant proposal.
- **Lease or Easement**
 - At a minimum, 20 years must remain on the lease from the time the project agreement is available, approximately one year from the date of the application.
 - The length of the lease or easement must be commensurate with size of grant and expected life of facility.
 - Leases must:
 - Convey authority to use property for public outdoor recreation
 - Cannot be terminated by the lessor without cause and process
 - Allow control of the site use through local ordinance

Documentation of Site Control Form (PR5750-4)

The applicant must complete a copy of the *Documentation of Site Control Form (PR5750-4)*, including appropriate signatures, and submit this form with their 2006 MNRTF development project application along with the appropriate supporting documentation. This documentation varies by control type (see table below). If the project site is controlled by multiple types of control, or multiple parcels of other than fee simple ownership, the applicant must provide a separate *Documentation of Site Control* form, with appropriate supporting documentation, for each parcel included in the project area.

The following table describes the documentation required to establish control of the site:

TYPE OF CONTROL	ADDITIONAL DOCUMENTATION NEEDED
Fee Simple Title	Documentation of Site Control Form (PR5750-4) with property description, boundary map, and <u>signature from the applicant's attorney or a local official with authority to verify that the information is correct.</u>
Proposed Fee Simple Title	Documentation of Site Control Form (PR5750-4) with property description, boundary map, and <u>signature from applicant's attorney or a local official with authority to verify that the information is correct.</u> Also, a written commitment signed by the landowner to transfer full ownership (fee simple title) to the applicant immediately upon a grant award. The commitment should provide a description of the property to be transferred and describe the terms of the transfer and any conditions that must be met before or after the transfer. In most cases, applications dependent upon the applicant purchasing the site will be considered ineligible, unless the applicant can demonstrate that the owner has made an unconditional commitment to sell the property by a specific date and the applicant has documented that they have the funds available for immediate purchase. If the site to be developed is in the process of being acquired with previously approved grant assistance, the development application will not be eligible until the acquisition project is complete.
Less-Than-Fee Simple Ownership	Documentation of Site Control Form (PR5750-4) with property description, boundary map, and <u>signature from applicant's attorney,</u> verifying that the applicant has adequate rights to develop the site consistent with the grant proposal and that the rights not held by the applicant will not interfere with the applicant's short- and long-term grant obligations. If grant is awarded, a copy of the recorded deed will also be required prior to project agreement execution.
Purchase Through Land Contract	Documentation of Site Control Form (PR5750-4) with property description, boundary map, and <u>signature from applicant's attorney,</u> verifying that the applicant has adequate rights to develop the site consistent with the grant proposal and that the terms of the land contract will not interfere with the applicant's short- and long-term grant obligations. Copy of the land contract and documentation that the community has the funds available to complete the acquisition of the development site.
Current or Proposed Lease or Easement	Documentation of Site Control Form (PR5750-4) with property description, boundary map, and <u>signature from applicant's attorney,</u> verifying that the applicant has adequate control to develop the site consistent with the grant proposal and that the rights retained by the landowner will not interfere with the applicant's short- and long-term grant obligations. If the lease has not yet been executed, a copy of the draft lease and a letter of commitment from the landowner are required.

2. Certified Resolution

The governing body of the local unit of government applying for the grant must pass a resolution supporting the application. The resolution must be approved by the governing body within six months prior to the application deadline. The resolution should:

- List and commit to the amount, percentage of total project cost, and all source(s) of match as specified in the application,
- Be sealed or otherwise authenticated,
- Be passed in support of the application. Resolutions passed to approve a recreation plan or plan amendment will not meet this requirement.

3. Site Maps, Plans and Photos

Grants Management staff may conduct site visits for only a subset of the applications received; therefore, many applications are evaluated based solely on the materials in the application. Maps and plans should be clear, legible, detailed, and appropriately labeled. Some items will be

photocopied for distribution to the MNRTF Board and other DNR divisions to receive comment on your proposal. If submitting color copies of site plans, include seven.

- **Project Location Maps:** The project location map should be sufficiently detailed so a person unfamiliar with the site and your community could find the site using only the map. The map should include street and road names, landmarks, and an indication of compass direction. DO NOT SUBMIT AERIAL PHOTOGRAPHS AS A PROJECT LOCATION MAP.
- **Boundary Maps (Development Projects Only):** Boundary maps must clearly define the boundary of the area to be developed. Use permanent landmarks like streets and water bodies, as well as dimensions to clearly define the area. The boundary map should match the area described in the *Documentation of Site Control* form. This map, in conjunction with the site control form and documentation, is used by Grants Management staff to determine if the applicant has adequate control over the property to be developed. Unclear or illegible maps may negatively impact your application's score. DO NOT SUBMIT AERIAL PHOTOGRAPHS AS A BOUNDARY MAP.
- **Plat or Parcel Map (Acquisition Projects Only):** The parcel(s) to be acquired should be clearly delineated on a plat map or parcel map. The map should show the legal boundaries of the property. DO NOT SUBMIT AERIAL PHOTOGRAPHS AS PLAT OR PARCEL MAPS.

If there are currently any nonrecreation uses within the boundary of the project site or on the property to be acquired, or such uses are proposed for the future, these uses should be clearly depicted on the map and/or site plan and excluded from the project boundary. The application should include a description of these uses, including how long they will remain on the site and how they will impact the recreation use of the site. Nonrecreation uses include other public uses, such as fire stations and municipal buildings, as well as private or leased uses, such as residences, agriculture, and cellular communication towers.

- **Preliminary Site Development Plans:** The site plan must show the entire site to be developed, and should delineate and label the location and type of all proposed site uses. Site features such as wooded areas, wetlands and water bodies, and all existing site uses, including buildings and other development need to be identified. Surrounding land uses should also be noted. Unclear site plans may negatively impact your application's score. If you submit color plans, please provide seven copies.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The preliminary site development plan should indicate that all grant-funded facilities will be barrier-free and include features such as barrier-free walkways, ramps, and other items required to provide barrier-free access. If the project includes a playground, be sure accessible subsurfaces and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are barrier-free or will be made barrier-free. Applications that do not clearly indicate that existing support facilities are or will be made barrier-free may be scored down. The project narrative must also address barrier-free compliance.

For **development** projects, the placement of all facilities proposed in the application should be depicted on the site plan. It should be clear which uses and items shown on the plan already exist, which are part of the proposed project, and which are part of a plan for future development. Site plans should represent the applicant's final plans for the proposed project, subject to minimal change during project implementation.

If the site plan is also to serve as the boundary map (see above) for development applications, the site boundary must be clearly marked and include references to permanent landmarks (streets, water bodies, etc.) and dimensions.

For acquisition projects, the site plan can be somewhat less detailed and may represent the applicant's preliminary plans for the site. However, the proposed use and development of the site, including the level of certainty presented in the application, is an important factor in evaluating acquisition applications. Applicants should be sure that the site plan adequately represents their short-term and long-term plans for the site.

- **Preliminary Floor Plans and Elevations (Development Projects Only):** The application must include basic floor plans and elevations for any structures, such as pavilions, restrooms or other buildings, and bridges. These do not have to be measured drawings, but

should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable.

- **Site Photographs:** Photographs, digital images or photocopies can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities.

4. Notification of the Regional Planning Agency

The regional planning agency for your county must be notified of the application by submitting a *Notice of Intent* form (PR 5750-2) to the agency prior to submitting the application to the DNR. Include in the application a copy of the cover letter conveying the *Notice of Intent* form or other evidence that the form was submitted to the regional planning agency, as well as a copy of the completed form. The addresses of the regional planning agencies are listed on the back of the *Notice of Intent* form.

5. Additional Support Documentation

The need for and the type of supporting documentation will differ depending on the type of project being proposed. The following chart provides some examples of supporting information and outside documentation that will be needed for the application to receive the maximum possible score.

EXAMPLES OF SUPPORTING DOCUMENTATION	
Information Provided in the Application	Required Supporting Information and Documentation
The project match will include a donation of cash, land (acquisition only), or materials or labor (development only).	List the amount and source of each donation and include letter(s) of commitment from each donor. For land donations, the letter from the donor should commit to a percentage of the fair market value of the property, as will be established by appraisal and DNR approval, but at the least, must commit to a cash value.
The project match will include federal or other State grant funds.	List the amount, source and status of the other funds. Include in the application letter(s) from the federal or State agency verifying that a grant has been awarded or that a grant application has been submitted.
The project will create new permanent jobs, attract private investment, and/or attract additional tourists.	List the number of new jobs, dollar amount of private investment, and/or number of new tourists per year. Include letter(s) from economic development agencies, tourist associations, local businesses, or Chambers of Commerce that confirm the specific benefits claimed.
The project will include programs or services provided by others, for example, the school district will provide for environmental education programs at the site.	Describe the services or programs to be provided. Include in the application letter(s) of commitment from the entities that will provide the programs or services.
The project will provide for hunting, fishing, or wildlife viewing opportunities.	Provide specific information on the species, quantity, and quality of the wildlife and/or fish of interest. Include information on the specific seasons in which hunting/fishing will be allowed. Include letter(s) of support from DNR fish or wildlife biologists or other recognized experts, such as state or local sporting clubs or other organizations.
The project will protect endangered or threatened species or their habitat, or other significant natural features as described by the Michigan Natural Features Inventory.	List the name(s) of the species or the features to be protected and an estimation of the numbers present on the site or the size of the feature from DNR fisheries or wildlife biologists, or other experts; or excerpts from studies that document the presence of the species or features and the significance of the site to their protection.
The project will require an environmental permit from the DEQ; however, the ability to get that permit seems likely.	Discuss the interaction the applicant has had with appropriate DEQ staff. Include letter(s) from DEQ staff that they have evaluated the project and their initial evaluation indicates that the project is likely to be permitted under State law.
The project will provide for the purchase of specific rights in land or an easement.	Describe in detail the specific rights to be acquired, as well as the rights to be retained by the landowner. Include a letter of intent from the landowner (or the party that will hold title), indicating they are willing to sell rights in the land and whether those rights include public access.

C. COMPLETING THE MNRTF GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the recreation grant application form.

Part I: General Information

Question 4 of Part I, provide information regarding the location of the site (not the location of the applicant). The latitude and longitude of the park site entrance must be provided.

Question 5 of Part I, identify if the application is for a development or acquisition project. Remember, a combined application for both development and acquisition is not eligible.

Question 5 of Part I, identify the congressional district where the project is located.

Questions 7.a. and 7.b. of Part I, in 7.a., provide information on the total project cost, grant amount requested and match amount. Be sure the total project cost is the same as the total shown in **Question 2 of Part III, Section A** of the application form for **development** applications and **Question 5 of Part III, Section B** of the application form for **acquisition** applications. The grant request amount **must** be rounded to the nearest hundred dollars and the match percent should be a whole number (for example, a 25.0% match is acceptable; 25.5% is not).

For phased acquisitions indicate the project cost, grant request amount, and match amount for each year in 7.b.

Question 8 of Part I, indicate the amount of match that will be provided from each of the following sources:

- **General Funds or Local Restricted Funds:** Local cash supported by resolution from the governing body. Money may be from the applicant's general fund or restricted recreation funds.
- **Force Account Labor:** The applicant's paid employees that will work directly on the construction of the project. It cannot include administration or supervision, but may include engineering services.
- **Federal or Other State Funds:** Other grant funds that have either been awarded or will be sought to be used to match a recreation grant.
- **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- **Donated Labor and/or Materials:** Materials or labor directly rendered to the construction of the project from sources other than the applicant's own paid labor, such as volunteer labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work).
- **Donated Land Value:** This source of match is eligible for land acquisition applications only.

If the application includes cash donations, donated labor and/or materials, federal or other State funds, or donated land value, the applicant must also complete appendix A of the application form. If any portion of the match is to be made up of funds from other grant sources, include a copy of the scope of work and budget included in the other grant application. If the application will include match from these sources, letters of intent, or preferably of commitment, from the sources, should be included with the application. Cash donations from surrounding communities must be supported by resolution from the community's governing body.

Question 13 of Part I should be completed only when the school district is the applicant. To be eligible for grant funding, proposed project sites and facilities must be open to the general public for more than half of the project's hours of operation.

Question 14 of Part I requests information about the applicant's public participation efforts. At a minimum the applicant must document that it conducted at least one public meeting prior to the application deadline and that the public was adequately notified of the meeting in advance. See the discussion in section A of this chapter for additional guidance.

Question 15 of Part I requests the population of the service area for the proposed project. Provide justification in Part 2(b) of the *Project Summary and Need Statement*. See page 23 for more information on the documentation needed to justify your response.

Question 16 of Part I requires you to document that you have complied with your obligations to notify your regional planning agency of your application. Include a copy of the cover letter conveying

the *Notice of Intent* form to the regional planning agency and a copy of the completed form. You must send the original form to the appropriate regional planning agency prior to the application deadline.

Question 17 of Part I, cite the pages of the recreation plan that discuss the justification for the proposed project.

Question 18 of Part I, if your response is yes to 18a or 18b, please refer to MNRTF Board Policy 95.1 in appendix A.

Questions 19 to 22 of Part I, these questions relate to specific evaluation criteria for the MNRTF and your responses will be key factors in scoring the application. See page 17 for examples of supporting documentation and chapter 5 for additional information.

Part II: Site Environmental Conditions

Part II must be completed for all **acquisition** applications. It should also be completed for **development** applications if the project site is not currently controlled or owned by the applicant and/or the site has been used for purposes other than parks and recreation in the last ten years. If the answer to any of the questions in the checklist is “yes,” you must also prepare and submit an environmental report with the application.

Contents and Headings for an Environmental Report

1. **Title Page:** The title page should include the following: Environmental Report for “Project Name,” applicant name, the name and qualifications of the person who prepared the Environmental Report, and the date it was prepared.
2. **Site Conditions:** A summary of current site conditions including any potential for contamination.
3. **Environmental Assessment Results:** A summary of the results of any environmental assessments conducted to date.
4. **Assessment and Cleanup Actions Needed:** Summarize the information available on the assessment activities that may be needed to delineate the contamination. Also, discuss the cleanup actions that may be needed to make the site safe for recreation use and meet the applicant’s due care obligations under the State cleanup law, Part 201 of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended. Also, discuss to what degree the cost of assessment and cleanup actions have been determined.
5. **Implementation Responsibilities:** Indicate who will conduct and fund the assessment and cleanup actions that may be needed. If they will be conducted or funded by someone other than the applicant (such as the liable party), include a written commitment from this entity.
6. **Tentative Schedule:** A tentative schedule for completion of assessment and response actions and a discussion of how these actions will impact development and long-term recreation use of the site. The report should indicate that completion of assessment and response actions will not delay completion of the project during the DNR-approved project period or interfere with the requirement that the entirety of a grant-assisted site be committed to public recreation use in perpetuity.
7. **Confirmation Statement:** A written statement signed by the applicant confirming that they understand the following:
 - a. If grant funding is recommended, the applicant will be required to submit additional, detailed information to the DNR regarding property conditions and if this information indicates the property may be contaminated, the applicant must obtain written DNR approval before acquiring or developing the property.
 - b. The grant is subject to cancellation if the additional information indicates the site will not or cannot be made safe for its intended use within the grant project period; or the presence of contamination, even with the implementation of due care actions, will have a substantial negative impact on the overall recreation or resource protection values of the site.

Part III: Estimated Costs and Additional Project Information

A. Development Proposals

Project Cost Estimate (Question 2, Part III, Section A)

List each project scope item and its estimated cost. Identify the number and type of each discrete element of the project scope. If there are more than ten scope items, make a copy of the page. Engineering costs, not to exceed 10 percent of the total cost of the scope items, should be included. Do not include ineligible items, such as contingencies, studies, land acquisition, or engineering costs over 10 percent.

EXAMPLE DEVELOPMENT PROJECT SCOPE		
SCOPE ITEMS	SIZE OR QUANTITY	COST
1 Softball Fields	2	\$95,000
2 Picnic Area (see attached sheet)	1	\$10,000
3 10-car parking lot, paved	1	\$35,000
4 Renovations to make restroom barrier-free	1	\$20,000
	Subtotal	\$160,000
Engineering (10%) (required)		\$16,000
	Total	\$176,000

When needed, on a separate sheet of paper provide a further breakdown of the costs that make up individual scope items. For example, for the picnic area the breakdown might be:

Breakdown of Picnic Area Costs (Scope Item #2)	
10 picnic tables @ \$600 each:	\$6,000
6 grills @ \$250 each:	\$1,500
4 trash containers @ \$125 each:	\$500
Access routes and concrete pads	\$2,000

Barrier-Free Compliance

Be sure to incorporate state and federal barrier-free compliance requirements into your facility planning and cost estimating, including the costs of playground subsurface and access routes. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be barrier-free. This work may be included in the project scope.

Question 3 of Part III, Section A, list all of the permits that are anticipated for your project, and the efforts taken to determine the need or likelihood of obtaining the permit. If you have verified that no permits are needed, indicate so in response to this question. Failure to provide any response to this question will be interpreted by Grants Management to mean that you have not identified what permits are required.

B. Acquisition Proposals

Question 5, Part III, Section B.

In completing this table, please provide the following:

1. **Estimated Appraised Value:** Your best estimate of the value of the parcel or specific rights in land as determined by an appraisal or other method.
2. **Estimated Relocation Costs:** Acquisitions completed with grant assistance must conform to the Uniform Relocation Assistance and Real Property Acquisition Procedures Act of 1970 (PL 91-646). If your project will involve the relocation of persons or businesses, they may be eligible to receive relocation assistance under this act. You will be required to pay any relocation benefits provided for under the law and may include them as a project cost.
3. **Estimated Incidental Costs:** Incidental costs are eligible if they are included in the grant application. These could add up to several thousand dollars and you should allow for adequate project costs to cover these expenses. Back taxes, lawyer's fees, land clearing, demolition, fencing, and other development costs are not eligible items under an acquisition grant.

Additional Guidance on Environmental Assessment Costs

Environmental assessment costs for an MNRTF acquisition project may be included as an incidental cost. Such costs are reimbursable only after total acquisition costs have been met, and provided there are adequate funds remaining in the grant. Environmental assessment costs must meet the following conditions:

1. Environmental assessment costs that will be incurred by the grantee after a project agreement has been executed may be included.
2. Environmental assessment costs necessary to complete the acquisition in compliance with DNR requirements and State cleanup law may be included.
3. The total dollar amount for environmental assessment costs may not exceed 5 percent of the estimated appraised value of the land to be acquired.
4. If an application includes assessment costs in excess of \$5,000 (but still within the 5 percent limit), the application must include a description of the work to be done and a basis for the estimated costs, preferably prepared by an environmental consultant. The amount of information provided in the application regarding assessment costs will be a factor in evaluating the application.

The cost of cleanup actions needed to make a site acquired with grant assistance safe for recreation use and to comply with state law are the sole responsibility of the grantee, its agents, or others such as potentially responsible parties and cannot be included in an acquisition or development grant application.

Question 6 of Part III, Section B, land acquisition grantees may obtain fee simple title, specific rights in land, or easements. Any current or planned liens, encumbrances, leases, or restrictions on the property, **including conservation easements**, must be reported. Also, as appropriate, describe the rights in land that will be acquired by the applicant and those that will remain with the landowner or be held by another party. If recommended for funding, the DNR will review all liens, encumbrances, leases, and restrictions and determine which must be removed prior to acquisition.

Applications to purchase specific rights in land and easements should include a draft of the proposed agreement.

Applications for less than fee simple title that will include public outdoor recreation access on land that will remain in private ownership should include a letter of intent from the landowner (or the party that will hold title), indicating they are willing to sell rights in the land that include public access.

Questions 7 and 8 of Part III, Section B, identify any existing buildings, improvements, or nonrecreation uses on the property. Recipients of a land acquisition grant must eliminate all pre-existing, nonrecreation uses, such as agricultural, residential, and business uses within the project area within 90 days of the date of acquisition, unless otherwise approved by the DNR in writing. If a land acquisition grant is recommended for a property that has existing structures, the grantee will be required to submit and secure DNR approval of a written plan and schedule for the proposed use, conversion, and/or removal of the structures before approval to close on the property is granted.

Part IV: Project Summary and Need Statement

This section should be used to provide a complete overview of your proposal and should complement and expand upon information provided elsewhere in the application. Two complete project summary and need statements are required for your application to be considered complete.

Please use the outline format shown below in preparing your response. The narrative should include the following information:

1. Project Description and Purpose

- a. **Site Description:** A general description of the site, including location, current conditions, existing development, and the presence of natural features (especially for MNRTF applications).
- b. **Resource Protection/Recreation Opportunities Provided by the Project:** Describe what specific resource protection and/or recreation opportunities will be provided by the project. As needed, further describe and support the benefits of the project described in response to **Questions 19 through 21 in Part I** of the application form.

Development Projects: Provide a general summary of the proposed use and development of the site. Describe and justify each of the scope items and discuss their need, role and importance to the project.

Acquisition Projects: Identify the intended use(s) of the property to be acquired, including the planned development of the site and time frame for completing the development. Include the possible funding sources for this development, such as future grant assistance.

If your intended use of the site is to keep it in its natural state (i.e., little or no development), describe your plans for providing public use and proper management of the site.

If your project includes a campground, describe the reservation system that is or will be in place following completion of the project. Include the number and percent of camping sites that are reserved for seasonal campers and their location within the park, and describe the reservation system used for these sites.

If your project will be developed on land owned by a public school district or the project facilities will be regularly used by local schools, describe any agreements made for public school use, including when the facility will be reserved for public school use and the percent of time (on an annual basis) that the facilities will be open to the general public.

- c. **Barrier-Free Compliance:** For **development** applications, briefly describe how the proposed scope items will meet all barrier-free accessibility guidelines. Discuss whether existing facilities within your park that will support the proposed scope items (for example, parking lots, restrooms, walkways) are currently barrier-free, or how you intend to meet barrier-free requirements by the time the grant project is completed. The cost of renovating existing facilities to make them barrier-free can be included in your project scope.
- d. **Economic Benefits of the Proposed Project:** Describe the rationale and methods that were used to derive the numerical estimates given in response to **Question 22 in Part I** of the application form.

- e. **Further Information for Acquisition Projects that will Result in a Purchase Other than Fee Simple Title:** For those applications in which some of the rights in land will be acquired by the applicant and some will remain with the landowner or be held by another party (as should be described in **Question 6 of Part III, Section B**), provide a brief rationale for the proposed arrangement. If rights will be held by someone other than the current landowner, discuss by whom.

Include a discussion on how the land will be managed and developed by the applicant in light of the specific rights you will acquire.

Be specific on what resource values will be protected and what level and type of public recreation access will be provided. If the rights in land to be acquired will not include access to the public for outdoor recreation, provide detailed information on the resource protection values of the proposed acquisition and a discussion as to why access is not provided. This information may refer to or further describe and support the resource protection values of the project described in response to b) above and **Questions 19, 20 and 21 in Part I** of the application form.

- f. **Estimated Additional Costs Associated with the Proposed Project:** For acquisition applications, explain how your current and projected parks and recreation budget will be adequate or augmented to incorporate the costs associated with the development of this site. For **acquisition** and **development** applications, explain how you will bear the added costs associated with the operation and maintenance of this site.

2. Need for the Project

- a. **Justification in Recreation Plan:** Summarize how the project is justified in the community recreation plan and discuss why this specific project was chosen for recreation grant funding consideration. In addition, define the service area for this project and describe the need for this project in relationship to existing facilities and recreation opportunities provided by both the applicant and other recreation providers in the project service area. The discussion should demonstrate that existing facilities are inadequate to meet the need.
- b. **Population of the Project Service Area:** Justify the population of the service area that you reported in **Question 15 of Part I** of the application. The size of the population served is dependent on the type and size of the proposed project and may be smaller, larger, or the same size as the applicant population. If you are claiming a service area that is larger than your own population, you must provide the following documentation:
- Written commitment(s) from each of the other communities to contribute a percentage of the grant match, operation, and/or maintenance costs proportional to the size of their populations that will be served by the project; along with documentation that the other communities held a publicly-noticed public meeting and passed a resolution in support of the application and the financial commitments; OR
 - Information in the applicant's recreation plan that the applicant serves a larger population than its own and the other communities do not provide recreation services to their residents; OR
 - Documentation that this project is part of a larger, regional project. Each community for which the applicant wants to claim population must have a recreation plan that includes their portion of the regional project unless a separate, multi-jurisdictional development plan for the entire regional project has been completed and is included with the application.

For all applications that are claiming a larger service area than the population of the applicant, the other communities must state that they understand that the applicant is submitting an application for funding of the project under the MNRTF program in 2006.

3. Past Grant Performance

Include a discussion of your performance handling DNR recreation grants only. Applicants may include an explanation of past problems and a discussion of the procedures and steps that have been implemented locally to ensure these problems will not occur with future grants. Applicants are encouraged to contact their regional representative to discuss the status of past grants.

4. Additional Information/MNRTF Board Special Initiatives

Provide any additional information that you feel will assist Grants Management in evaluating your application, including information on the importance of the project to your community and how it fits the evaluation criteria and goals of the MNRTF. Describe how the application meets one or more of the Special Initiatives of the MNRTF Board (see chapter 5).

CHAPTER 4: APPLICATION EVALUATION PROCESS

The steps in the staff evaluation and decision-making process are summarized in the following chart.

MNRTF
1. Acquisition and development applications are ranked separately according to final scores. The Board is provided a ranked list of applications for their review and final recommendations. The Board may consider factors other than the staff score when making its recommendations.
2. The MNRTF Board of Trustees makes final grant recommendations.
3. MNRTF Board final recommendations are submitted to the Legislature for approval and appropriation of funds.
4. After legislative approval and appropriation of funds, Grants Management staff prepares and distributes Project Agreements to grantees.
5. Projects may begin only after a Project Agreement has been executed.

Applications will not be carried forward into succeeding application cycles.

CHAPTER 5: APPLICATION SCORING CRITERIA

The scoring criteria used by Grants Management are described in this chapter.

A detailed worksheet used by Grants Management to score recreation grant applications is available upon request. Applicants are encouraged to request and review the scoring worksheet and use it to evaluate their own applications and look for opportunities to improve the application before submitting it to the DNR.

Applications will be scored based on the specific information provided in the application. In some cases, Grants Management staff will also visit a site as part of the application evaluation process. However, applicants should not rely on site visits as a way to communicate project information to Grants Management.

EVALUATION CRITERIA FOR MNRTF

1. Need for the Project

The most critical factor in determining the score for this criterion is how well the project is documented as a high priority recreation need for the coming year in the community recreation plan and/or the application narrative. Other factors considered are the availability of similar opportunities in the service area, the demonstration of local support for the project, whether the project consists primarily of new facilities or the renovation of existing ones.

2. Applicant History

The main factors considered under this criterion are the applicant's performance in handling recreation grants in the past five years under the MNRTF, Land and Water Conservation Fund, 1988 Recreation Bond program, and Clean Michigan Initiative—Recreation Bond program; the applicant's stewardship of their existing parks and recreation system; and the post-completion record at recreation grant-assisted sites.

The applicant's grant performance in the past five years, including recent efforts to improve past problems, is considered in the following areas: following grant procedures; providing reimbursement requests and payment documentation in a timely manner; completing the project within the original project completion period; completing good quality projects, including compliance with barrier-free requirements; and responding to all concerns addressed during post-completion inspections.

Stewardship of the applicant's existing system is evaluated by considering the applicant's overall operation and maintenance of existing parks and recreation lands and facilities. Other factors considered include whether any or any portion of the applicant's park and recreation land or facilities, in whole or in part, have been sold, transferred, closed, and/or had nonrecreation facilities added, the implementation of "residents only" policies, and the discovery of site contamination. In evaluating the sales, transfers, or closures of parkland, Grants Management staff will consider rationale for the changes provided by the applicant.

The evaluation of the post completion record of the applicant will include all sites for which the applicant has received a DNR recreation grant, regardless of the amount of time that has passed since the grant was awarded. Factors that will be considered include the length of time an unapproved, unmitigated conversion has existed at any grant-assisted site and the existence of an approved conversion for which the applicant has not implemented or completed the appropriate mitigation within the allotted timeframe.

Applicants that have received a recreation grant in the past are encouraged to contact Grants Management to determine if there are documented performance problems and determine the status of past grants. Information can be included in the grant application that provides an explanation of past problems and outlines the procedures and steps that have been implemented locally to ensure these problems will not occur on future grants. This explanation will be considered in staff scoring.

Communities with no prior recreation grants and no stewardship problems, as described in MNRTF Board Policy 95.1, will be given maximum points under this criterion.

3. Site and Project Quality

Applications are evaluated against the following factors, based on information in the application site plans, location maps, design drawings, photographs, and narrative and on observations during the site visit. Site and Project Quality scores will also be compared among applications submitted in the same application round and possibly revised to reflect that comparison.

- Location and accessibility of the site in relation to intended users;
- Quality of the site and surroundings including surrounding land uses and the presence of intrusions such as overhead wires, roadways, incompatible land uses, etc.;
- Safety or health issues, including possible contamination problems;
- Clarity and detail of the development plans;
- Quality of the project design in terms of positioning, orientation, and spacing of facilities, traffic flow, and use of site features, as well as quality of existing development, if any;
- Grant amount requested in terms of the benefits provided, in particular the population served. In general, development applications with a cost per capita of over \$50 (total project cost ÷ service area population) require mitigating reasons for the high cost, such as the project is sized as small as feasible while still providing a quality recreation opportunity, includes a high level of applicant match, or has high-cost scope items for which there are no reasonable alternatives;
- For acquisition applications, the cost per acre and/or the cost per foot of water frontage will be compared with other similar applications in the same cycle;
- Compatibility of the site with its intended purpose, including the impact of the proposed development on the natural environment;
- Steps taken by the applicant to identify the local, state or federal permits that may be needed for the project and to secure the permits;
- Relationship of the project to past grant-funded projects, in particular, those not yet started or currently underway;
- For development projects, demonstration that current and proposed facilities meet barrier-free accessibility guidelines;
- Demonstration that the applicant's proposed sources of match for the project are secure. Donated match (cash, labor, materials) or match from other state or local grants not supported by a letter of commitment from the donor or the granting agency is considered unsecured. Donations from other communities should be supported by resolution from the governing body of the contributing community committing to the donation;
- For development projects, if the applicant does not own the site, the demonstration that they will have adequate control over the site for an appropriate length of time. (Note: control of the site is an eligibility requirement. If the application is significantly unclear on the applicant's control, the application will be considered ineligible. If the site to be developed is being acquired with previously approved MNRTF assistance, the development application will not be eligible until the acquisition project is complete);
- Demonstration that the applicant is prepared to initiate and complete the project in a timely manner.

Grants Management staff will also evaluate the applicant's ability to complete and maintain the project being proposed, including evaluation of the existence of park and recreation staff, if appropriate, for the scope and complexity of the project; the applicant's financial and organizational capability to complete and maintain the project, including the size and operational demands of the project in comparison to the applicant's existing facilities.

ADDITIONAL MNRTF CRITERIA

4. Protection and/or Use of Significant Natural Resources

To receive any points under this criterion, the proposed project must protect or provide public access to a significant natural resource of the State. Significant natural resources are specifically

defined as: Great Lakes shoreline and connecting waters (Detroit River, St. Mary's River, St. Clair River, and Lake St. Clair); Pigeon River State Forest land; sand dunes; wetlands; dedicated natural rivers; dedicated wilderness or natural areas; rare or endangered species; or any other significant feature as defined by the Michigan Natural Features Inventory (MNFI) program.

For a list of endangered species, you may refer to the Wildlife and Habitat portion on the DNR's webpage at www.michigan.gov/dnr.

For information about MNFI, you may access the website at www.msue.msu.edu/mnfi.

For projects that provide for protection or use of significant natural resources, the points given will vary depending on the significance of the resources being protected, and/or the quality or type (direct or indirect) of the access being provided, taking into consideration other applications submitted in the same cycle. To receive maximum points under this criterion, the application must, at a minimum, demonstrate that:

- The project is a valuable acquisition opportunity for protection of significant natural resources OR will provide direct access/use of the resource (i.e., fishing, swimming, boating, boardwalks) that is new access, significant additional access, or access for new user groups.
- Protection or use of the resource is an integral part of the project and the application clearly demonstrates how the project is needed to provide for the protection or use.
- The quantity and quality of the significant natural resources are demonstrated and the application includes documentation from sources other than the applicant.
- For development applications, the project scope should consist largely (generally over 80 percent) of facilities that are needed to provide access to the resource.

If a proposed project will have an adverse impact on the resource or makes for inappropriate use of the resource (such as filling in a wetland), it will receive no points under this criterion.

5. Use of Inland Water Resources

To receive any points under this criterion, the proposed project must provide for water-based recreation opportunities, provide passive recreation use of a waterfront site, enhance recreation use of a waterfront site, or provide protection of important inland water resources.

For projects that provide for protection or access to inland water resources, the points given will vary depending on the quality and quantity of the water resource and the quality and type (direct or indirect) of the access being provided, taking into consideration other applications submitted in the same cycle. To receive maximum points under this criterion, an application must, at a minimum, demonstrate that:

- The project is critical to the protection of an important inland water resource or will provide direct access/use of the water (i.e., fishing, swimming, boating, waterfront boardwalks) that is new access, significant additional access, or access for new user groups.
- Use of the water is an integral part of the project and the application clearly demonstrates how the project is needed to provide for the access.
- For development applications, the project scope should consist largely (generally over 80 percent) of facilities that are needed to provide access to the water.

If a proposed project will have an adverse impact on the water resource or makes for inappropriate use of the resource (such as filling in a streambed), it will receive no points under this criterion.

6. Hunting, Fishing and Other Wildlife-Related Opportunities

To receive any points under this criterion, the application needs to demonstrate that the project will provide for quality hunting, fishing, or other wildlife-related opportunities, such as wildlife viewing or habitat protection. The points given will vary depending on the quality and quantity of the opportunities provided and the degree to which these opportunities are an integral part of the project. To receive maximum points under this criterion, an application must, at a minimum, demonstrate:

- Hunting, fishing or other wildlife opportunities are a primary part of the project. In addition, the application must describe the species allowed to be hunted or fished and the seasons that will be open for hunting or fishing.
- For hunting, fishing or wildlife viewing, the project must provide new access to the fish or wildlife, significant additional access, or access for new user groups.
- The quality and/or quantity of the fish or wildlife, or the need for the project to provide for habitat protection, must be demonstrated and supported by DNR biologists or other experts.
- For wildlife viewing opportunities, the project should include high quality viewing opportunities (as supported by DNR or other experts), and/or high quality educational programs or interpretive services.

7. Economic Benefits

To receive any points under this criterion, the application needs to demonstrate that the project:

- Will bring new jobs, private investment or attract additional tourists to the area (Note: additional users do not equate to additional tourists. To be counted as tourists the application must demonstrate that individuals are drawn from outside the service area and will spend money in the area); or
- Is a key factor to an overall economic development or economic redevelopment plan for the area (Note: recreation plans and land use plans are not considered to be economic development plans).

The points given under this criterion will vary with the level of specificity in the application regarding the economic benefits provided and the degree to which the claimed benefits are supported by outside documentation. To receive maximum points under this criterion, the application must at a minimum:

- Identify the specific economic benefits to be provided, include numerical estimates of these benefits and include supporting rationale in the project need statement for those estimates.
- Include letters or other documentation from experts other than the applicant that specifically support the claimed numerical benefits, such as county or regional planning agencies, local or state tourist associations, local associations, local businesses or business groups, chambers of commerce, and/or local or regional economic development agencies.

8. Population Served by the Project

Under this criterion, points will depend on the size of the project's service area. The number of people served by the project will be based on the applicant's population based on the most recent U.S. Census unless the application demonstrates that the project service area is larger or smaller than the applicant's population, by indicating a surrounding community's involvement in the planning process, financial commitment to the project or other means. The points will be based on the following:

Population of Service Area	Points
5,000 or less	0
5,001 – 25,000	15
25,001 – 50,000	30
50,001 – 100,000	40
100,001 – 250,000	50
Over 250,000	60

9. Financial Need of the Applicant

Financial need is determined by the per capita income of the applicant. Points depend on where the applicant ranks Statewide in per capita income per the most recent U.S. Census.

Per Capita Income	Points
Top 1/3 rd (\$20,285 and up)	0
Middle 1/3 rd (\$16,804 - \$20,284)	20
Bottom 1/3 rd (up to \$16,803)	40

10. Local Cash Match

Points are awarded based on the percentage of the project cost met by the secured share of the applicant's match that is cash, secure donation of land value (acquisition only) or force account/in-kind labor (development only). The donation of labor and materials is not considered for scoring purposes. **Additional match points are not awarded for development applications requesting the maximum grant amount of \$500,000.**

Percent Match	Points
0-25%	0
26-35%	10
36-45%	20
46-55%	30
56% and above	40

11. Oil and Gas Impacted Areas

Applications for proposed projects that are located within a county where there is current oil and gas activity that is providing proceeds to the MNRTF (that is, the State owns the mineral rights) are eligible to receive points under this criterion. The level of activity will be determined using data provided by the DNR's Forest, Mineral, and Fire Management Division using permit data generated by the Department of Environmental Quality. A map of this information is provided online at www.michigan.gov/dnr-grants or a copy may be obtained from Grants Management. Counties with producible wells will be grouped into low, medium, and high levels of activity in accordance with the following table:

Number of wells	Level of Activity	Points
1-50	Low	10
50-300	Medium	30
Over 300	High	50

12. Special Initiatives of the Board

To receive any points under this criterion, the application must demonstrate that the project meets one or more of the Board's Special Initiatives. How well the application meets each initiative and the number of initiatives the application meets will determine the score under this criterion. The special initiatives for 2005 are:

Initiative	Possible Points
1. Acquisition of land or development of trailways that contribute to the overall State trail system (acquisition projects will be given a higher priority).	0, 5, 10, 15
2. Acquisition of lands open to hunting or development of hunting-related recreation facilities, such as shooting ranges (acquisition projects will be given a higher priority). Specific seasons in which hunting will be allowed must be identified.	0, 10, 20, 40
3. Acquisition of DNR-established winter deer yard as supported by the DNR's Wildlife Division.	0, 15, 30, 45
4. Local development of new public shooting range opportunities.	0, 20, 50, 70

SUMMARY OF EVALUATION CRITERIA FOR MNRTF

Criteria	Points Available
1) Need for Project	10, 30, 50
2) Applicant History	10, 30, 50
3) Site and Project Quality	10, 30, 50
4) Protection or Use of Significant Natural Resources	0, 10, 30, 50
5) Use of Inland Water Resources	0, 10, 30, 50
6) Hunting, Fishing and Other Wildlife-Related Opportunities	0, 10, 30, 50
7) Economic Benefits	0, 10, 20, 30
8) Population Served By Project	0, 15, 30, 40, 50, 60
9) Financial Need of Applicant	0, 20, 40
10) Percentage of Cash Match	0, 10, 20, 30, 40
11) Oil and Gas Impacted Areas	0, 10, 30, 50
12) Special Initiative(s) of the Board	0 – 210
TOTAL POTENTIAL MNRTF POINTS AVAILABLE	730

APPENDIX A: MICHIGAN NATURAL RESOURCES TRUST FUND PROGRAM

BASIS AND PURPOSE OF THE PROGRAM

The Kammer Recreational Land Trust Fund Act of 1976 (Public Act 204) was passed by the Michigan Legislature and signed by the Governor on July 23, 1976. This Act created the Michigan Land Trust Fund. The purpose of the program was to provide a source of funds for public acquisition of recreation lands. Funds were accrued from the sale of oil, gas, and mineral leases and royalties from oil, gas, and mineral extractions on State lands.

On November 6, 1984, Michigan residents approved Proposal B. This amendment to the constitution created the Michigan Natural Resources Trust Fund (MNRTF) and requires oil, gas, and other mineral lease and royalty payments to be placed in the fund, with proceeds used to acquire land or rights in land for recreation uses or for protection of the land because of its environmental importance or its scenic beauty, and to develop public recreation facilities. The Michigan Legislature passed the Michigan Natural Resources Trust Fund Act of 1985 (Public Act 101) to implement the amendment. The MNRTF officially replaced the Michigan Land Trust Fund on October 1, 1985.

On November 9, 1994, Michigan residents cast their votes in favor of Proposal P which amended Section 35, Article IX, of Michigan's constitution. This amendment provides protection to the MNRTF from further diversions and increases the cap on the Trust Fund principal from \$200 million to \$400 million.

On August 6, 2002, Michigan residents approved Proposal 2. This amendment to Article IX allows the MNRTF to invest in a wider array of investments, raises the current cap on the maximum allowable amount from \$400 million to \$500 million, and allows up to one-third of the Trust Fund revenues to be spent annually until the principal reaches \$500 million.

HOW REVENUE FOR THE TRUST FUND IS GENERATED

The MNRTF will accumulate revenue on a continuous basis until the fund contains the sum of \$500 million, excluding interest. All interest accrued on the fund each fiscal year plus one-third of the revenues (until the principal reaches \$500 million) may be used for acquisition of land or rights in land and development. The program's operating expenditures, as well as taxes on lands acquired for State ownership through this program, are paid by the Trust Fund.

ADMINISTRATION OF THE MICHIGAN NATURAL RESOURCES TRUST FUND

A Board of Trustees composed of five members provides oversight of the MNRTF. They are the Chairperson of the Natural Resources Commission (or his or her designee) and four citizen members appointed by the Governor. The Board meets at least six times a year. All meetings are open to the public. The Michigan Department of Natural Resources, Grants Management staff provides assistance to the Board and day-to-day administration of the program.

PROGRAM GOALS

The overall goals of the MNRTF direct the Board to financially assist both the purchase of land or specific rights in land for recreation or protection of land because of its environmental importance or scenic beauty, and the appropriate development of land for public outdoor recreation use.

The five goals, as prioritized by the Board, are:

1. Resource Protection
2. Water Access
3. Community Recreation
4. Urban Recreation
5. Economic Development

Resource Protection Goal:

To protect Michigan's natural resources, and provide for their access, public use, and enjoyment.

Natural resources are essential to the ecological, recreation, and economic future of Michigan and must be protected to ensure against their loss. Resources in need of such protection include (but are not limited to) forests, fish and wildlife and their habitats, wetlands, sand dunes, flood plains, and natural and wilderness areas. Development proposals can further this goal by helping to protect natural resources from user impacts and by facilitating appropriate public use and enjoyment of those resources. Proposals of special interest are those involving resources in imminent danger of loss unless acquired or protected and include rare, fragile, or scenic areas or resources; endangered or threatened species of fish, wildlife, or plants; hunting or fishing opportunities; development of lands previously acquired with Trust Fund assistance; the Pigeon River Country State Forest area; and any natural features identified as significant under the Michigan Natural Features Inventory.

Water Access Goal:

To provide public access to Michigan's water bodies, particularly the Great Lakes, and to facilitate their recreation use.

Michigan's inland lakes, Great Lakes and connecting waters, rivers, and streams are precious recreation resources. Projects enhancing recreation use of these resources are encouraged. Many recreation activities require water and almost all are enhanced by the presence of water. The public has a legal right to use most water bodies for recreation, but that right is meaningless without public access to those waters. In many cases, facilities for water-based recreation are also required. Adequate water access and related facilities are lacking at many locations in Michigan. Because of their unique recreation values, the Great Lakes and their shorelines are particularly precious; special consideration is, therefore, given to acquisition or development proposals to provide or enhance access to or recreation opportunities on these lakes.

Community Recreation Goal:

To meet regional, county, and community needs for outdoor recreation opportunities

Outdoor recreation needs range from protection of outstanding natural resources to active sports facilities. The Board helps units of government acquire and develop lands to meet those needs. Indoor facilities are considered only if their primary purpose is to support outdoor recreation.

Urban Recreation Goal:

To improve the opportunity for outdoor recreation in Michigan's urban areas

Nearly two-thirds of Michigan's citizens, including most of our elderly, poor, and minority citizens, live in urban areas. Many of their recreation needs and desires could be met within those areas, increasing their opportunity for recreation without the need for extensive travel. Recreation land acquisition in these areas is especially important due to rising land costs and lack of public open space. Great strides have been made in recent years to improve recreation opportunity in urban areas, but the Board believes more can be done.

Economic Development Goal:

To stimulate Michigan's economy through recreation-related tourism and community revitalization

Michigan's past economic difficulties focused attention on the need to strengthen the state's economic base. Recreation land acquisition and development can contribute to this effort by expanding the state's travel and tourism industry and by making our communities more attractive places to locate business and industry. The Board encourages proposals for projects that would have such economic impacts. The Board requires evidence that the project would attract visitors

from out of state or encourage Michigan residents to travel within the state; or that the project would substantially enhance the attractiveness of the community as a place to locate business and industry and would be coordinated with long-range efforts to expand employment or tax base.

In addition to these prioritized goals, the Board continually seeks wise investment of MNRTF dollars to provide the best long-term return to the people of Michigan. Funds for recreation acquisition and development are limited, and far more MNRTF dollars are requested than are available. Long-term benefit from MNRTF expenditures requires that recipients are able and willing to carry out proposed acquisition and development fully and promptly, and to operate, maintain, and inform the public about recreation lands and facilities far into the future. The Board evaluates the capabilities of potential fund recipients in these respects.

To be eligible for MNRTF grants, local units of government must have a current DNR-approved community recreation plan describing their capabilities and their park and recreation objectives. Proposed recipients must make recreation lands and facilities supported by MNRTF dollars available to all Michigan residents and visitors who abide by reasonable rules. Projects which would primarily benefit the general public, rather than a narrow segment of that public, or projects that would provide a scarce or increasingly rare opportunity, are favored.

TRUST FUND BOARD POLICIES

The MNRTF Board has adopted policies and procedures for a number of issues pertaining to MNRTF applications and funded projects. Since October 1999, DNR staff has been working with the Board to review and update these policies and to compile specific implementation procedures in support of each policy. All policies are subject to review and may be updated periodically.

Board policies for which detailed procedures have been adopted are noted. Updated policies and procedures can be obtained from Grants Management.

90.1 Acquisition Land in Public Ownership

The Michigan Natural Resources Trust Fund Board will not assist in the acquisition of any land that is already owned by a unit of government, including school district or any special district established by a local unit of government, except where State or federal law requires that disposal of land be done by way of sale at fair market value. (1-10-90)

91.1 Land Donations as Match

The Michigan Natural Resources Trust Fund Board will allow the difference between the fair market value (FMV) of a property and the amount of cash compensation provided at closing (i.e., a donation of land value by the landowner(s)) to meet all or a portion of the grant recipient's (grantee) match requirement when:

- a. The fair market value is based on a Department of Natural Resources (DNR)-approved appraisal conducted according to MNRTF/DNR standards.*
- b. The amount of cash compensation is less than the DNR-approved FMV.*
- c. The amount of cash compensation has been approved in writing by the grantee and the landowner(s) prior to the closing.*
- d. The use of land donation as all or part of the landowner's match is properly documented in a grant application.*

The Board shall adopt procedures that further define and delineate the implementation of this policy. (4-17-91, amended 12/13/00)

92.2 Entry Signs, MNRTF Plaques and Recognition Requirements

The Michigan Natural Resources Trust Fund Board requires all MNRTF-assisted sites to have a clearly visible and appropriately placed entry sign that indicates the site is open to the general public. The MNRTF plaque is to be placed on this sign. If a park entry sign does not exist, the recipient shall construct an entry sign. In the limited number of situations where there is no identifiable entry point to the project area, such as additions to large natural areas, game areas, and State Forests, the recipient may request Board approval to modify the entry sign and plaque requirement and implement alternative recognition measures approved by the Department of Natural Resources and the Board. MNRTF recipients are also encouraged to use other methods to acknowledge the role and importance of the

MNRTF to our public lands and recreation legacy. The Board shall adopt procedures that further define and delineate the implementation of this policy. (10/14/92, amended 4/25/01)

92.3 Site Names

The Michigan Natural Resources Trust Fund Board will not assist in any acquisition or development project where the site will be named in honor of a person either living or deceased. Funding recipients may ask the MNRTF Board for a waiver to this policy when they propose to name the site after an individual or organization that has made a significant financial contribution (including donation of land value) toward completion of the MNRTF project. The Board shall adopt procedures that further define and delineate the implementation of this policy. (12/16/92, amended 4/25/01)

93.1 Contaminated Properties

The Michigan Natural Resources Trust Fund Board will not assist in the purchase or development of any property which is found to contain a level of contamination that, upon determination of the Department of Natural Resources (DNR), would render the property unacceptable for its planned development and use or that would have a measurably negative impact on the overall public recreation and/or resource protection values of the site. In making its determination, the DNR will take into consideration documentation provided by the applicant regarding the response activities that will be undertaken prior to completion of the acquisition or development. The Board shall adopt procedures that further define and delineate the implementation of this policy. (2/10/93, amended 12/13/00)

94.1 Use and Conversions of MNRTF Project Areas

Property acquired or developed with Michigan Natural Resources Trust Fund (MNRTF) assistance, including both State and local projects, shall be retained and preserved in its natural state including development needed to provide for outdoor public recreation use as set forth in the MNRTF application. Property acquired or developed with MNRTF assistance shall not be wholly or partially converted to other than public outdoor recreation use without the approval of the Department of Natural Resources (DNR) and MNRTF Board and the implementation of mitigation measures approved by the DNR and the Board. The Board shall adopt procedures that further define and delineate the implementation of this policy. (10-19-94; amended 11/12/97 and 5/24/00)

95.1 Applicant's Stewardship of Their Existing System

Evaluation of Michigan Natural Resources Trust Fund applications will include an assessment of the applicant's commitment to parks and recreation, and stewardship of their existing parks and recreation system. Applicants are required to include information in their grant application on major changes made to their parks and recreation system in the last five years. Based on information in the grant application and otherwise available to the Department of Natural Resources and/or the MNRTF Board, the MNRTF Board may elect to deny funding to an applicant with a poor stewardship history. The Board shall adopt procedures that further define and delineate the implementation of this policy. (4-19-95, amended 10/3/01)

97.1 Board Support for Hunting

The Michigan Natural Resources Trust Fund Board supports hunting, and gives priority through its criteria to projects that support properly regulated and managed hunting such as the acquisition of land and/or the development of recreation facilities. The Board believes strongly that hunting should not be an excluded use on property that is legally and practically suitable for hunting. For those proposed projects in locations where it is not clear whether hunting will be practical or legal, staff will provide the Board a report for each project, prior to the Board's funding support of a project. (2/19/97)

Note: This policy was reviewed and confirmed as written by the MNRTF Board on April 25, 2001. No implementation procedures have been adopted. The policy is reflected in the MNRTF evaluation criteria.

00.1 Project Changes

Changes to Michigan Natural Resources Trust Fund (MNRTF)-assisted projects, including both State and local grants, both during and after project completion, require prior approval of the Department of Natural Resources and, as appropriate, the MNRTF Board. The Board shall adopt procedures that further define and delineate the implementation of this policy. (5/24/00)

00.2 Project Agreements

Local units of government approved to receive a Michigan Natural Resources Trust Fund grant must enter into a Project Agreement with the Michigan Department of Natural Resources (DNR) to be eligible for grant funds. Project Agreements should include provisions determined appropriate by the Board and the DNR, including the corrective actions the DNR and the Board may take upon violation of the Agreement by the grantee. The Board shall adopt procedures that further define and delineate the implementation of this policy. (5/24/00)

00.3 Acquisition through Eminent Domain

The Michigan Natural Resources Trust Fund (MNRTF) will not participate in the acquisition of land through eminent domain or any other method whereby all aspects of the sale are not voluntary on the part of the landowner(s). The MNRTF is based on the principle of "willing seller/willing buyer." The Board shall adopt procedures that further delineate the implementation of this policy. (7/19/00)

SMALL ACQUISITION GRANTS INITIATIVE (SAGI)

The Small Acquisition Grants Initiative (SAGI) program was initiated by the MNRTF Board in recognition of the fact that it is often difficult for small acquisition projects to successfully compete for funding with larger acquisitions having high natural resource value. All acquisition applications requesting an MNRTF grant of \$100,000 or less are automatically enrolled into the SAGI program; applicants that want to be considered for SAGI funds are not required to take any specific action. The application must meet all the established MNRTF eligibility requirements, with the following exception: if the applicant has no current recreation lands or facilities, the community recreation plan requirement is waived; however, the applicant is required to have a locally-adopted land use plan that supports public acquisition/ownership of recreation lands. A copy of the land use plan must be submitted with the application.

In past application cycles, the MNRTF Board has allocated a portion of the available MNRTF funds to be used for funding SAGI-eligible projects only. These separate funds are not available every year; however, when staff recommendations are presented to the MNRTF Board, SAGI-eligible applications are always listed separately from other applications for special consideration by the Board.

Approved SAGI grantees must complete the project in compliance with all MNRTF requirements, including completion of the project within one year of the issuance of the Project Agreement.

MNRTF LAND NOMINATIONS

While only state and local governments may apply to the MNRTF to acquire property, any individual, group, or organization may nominate land for consideration. A nomination is a suggestion that the DNR consider a property for acquisition. Individuals wanting to submit nominations must complete PR1909, which can be obtained from Grants Management or on the website at www.michigan.gov/dnr-grants. Site photographs and maps may be submitted in support of the nomination.

Nominations are compiled by Grants Management and provided to the land managing divisions of the DNR (Wildlife; Forest, Mineral, and Fire Management; Parks and Recreation; and Fisheries) for review and to determine if the division wants to submit an MNRTF grant application for the property. Only those nominations that a DNR division decides to submit as an application are considered for funding; however, the MNRTF Board is provided lists of all nominations received.

Nominations may be submitted at any time. All nominations received as of **January 1st** are compiled shortly thereafter and provided to the land managing divisions for review. Generally the divisions will consider nominations received by January 1st as they prepare their grant applications due on April 1st; however, a land managing division may require additional time to evaluate a nomination before deciding whether to submit a grant application.

Individuals interested in nominating a property for DNR ownership should keep in mind that the DNR generally favors acquisition of land that is contiguous to existing DNR-managed areas, such as state parks and recreation areas, state game areas or state forests. Acquisition of privately held inholdings surrounded by DNR-owned land is usually a top priority.

Individuals may also contact the DNR's Office of Land and Facilities or one of the DNR's land managing divisions directly at any time about a land acquisition opportunity and are also encouraged to contact local governments in the area to determine their interest in acquiring the property.